



JOB DESCRIPTION

DATE: May 1, 2019
JOB TITLE: **Campus Coordinator**
LOCATION: Fort Dodge Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part Time, Non-Exempt
WEEKENDS: No

SUMMARY

The Campus Coordinator is responsible for providing professional administrative and clerical support to the Fort Dodge Campus and will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment. The Campus Coordinator will also supervise and support for various staff and ministries including but not limited to: Custodial and First Impressions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these, may be assigned.

- Support and assist Campus Pastor in the administration of his duties.
- Receive and screen communications for the Campus Pastor, including telephone, calendar, and email, and provide assistance and direction using independent judgment to determine those that require priority attention.
- Manage projects and task lists for ministry programs, systems and initiatives such as Fellowship One, Connection, Volunteer Training, Baptism, Care, etc.
- Responsible for managing the data in Fellowship One as it pertains to their campus, people, and activities
- Provide Fellowship One support to the Fort Dodge staff including but not limited to inputting data, tracking connection steps, running reports, printing people lists, sharing monthly milestones (birthdays, anniversaries, etc.)
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Coordinate, write, and distribute correspondence and responses for the Fort Dodge Campus.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to protect the reputation of PLC and promote the mission of PLC.
- Greet and receive church attendees and the public with a customer-service oriented attitude in person, via email, and over the phone answering questions and directing to appropriate information.
- Provide support, direction, and supervision for the First Impressions Coordinator at the Fort Dodge Campus.
- Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
- Responsible to coordinate Care at the Fort Dodge campus by communicating care needs with the Chaplain Coordinator and distributing Care Cards/benevolence cards.
- Assist with communication projects including bulletins, seasonal brochures, etc.
- Oversee the maintenance and cleanliness of the Fort Dodge campus.

- Manage the facility schedule, needs and building keys.
- Assist in calendaring, scheduling, and communications requests for the Fort Dodge Campus.
- Responsible for coordinating weddings, funerals, and events at the Fort Dodge Campus.
- Event organizing and administration including, but not limited to, events such as Volunteer Celebration, conferences, classes, meetings, Next Steps, and campus potlucks.
- Work with HR to ensure appropriate documentation and processes are fulfilled when hiring staff including but not limited to One-on-One Assistants, and Childcare Workers

SUPERVISORY RESPONSIBILITIES

- Supervises the part-time custodian at the Fort Dodge Campus.
- Supervises the volunteer First Impressions Coordinator at the Fort Dodge Campus.

QUALIFICATIONS

- Successful candidate must be a Christian and fully support the Philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. The candidate's daily walk with God will be an example to all.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma required.
- Clerical training and/or experience in an administrative support role.
- Experience working with volunteers and/or customer service experience is helpful.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with a set of stairs. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____